

WORKPLAN APPROVAL REVIEW FORM

Contract No. _____ WorkPlan Date: _____

WA No. _____

WA Title: _____

Work Assignment Contracting Officer Representative (WA COR) _____

1. Are the tasks outlined in the Workplan (WP) consistent with the task required in the work assignment? yes no (circle one) If no, attach comments.

2. Are the deliverables identified in the workplan consistent with the deliverables and due dates required by the work assignments? Yes no (circle one) If no, attach comments.

3. Based upon the contractor's technical approach, are you confident that they both understand the Government's requirement and are proposing the most efficient skill mix for the level of effort? Yes no (circle one) If no, attach comments.

Questions for the contractor may be attached as well

4. IGCE LOE: _____

WP LOE: _____

Is there a 10% or greater disparity between the LOE on the IGCE and Contractor's hours?
Yes no (circle one) If no, attach comments.

If yes explain why the hours proposed were less than or more than the IGCE.

5. Is the contractor skill mix proposed in the budget different from the mix estimated in the IGCE. Yes no (circle one) If no, attach comments.

If yes explain why either higher or lower professional level mix is proposed and deemed appropriate (for instance is it due to the complexity of the statement of work being underestimated or overestimated by the WA COR? Why?).

6. IGCE Dollar amount: _____ WP Dollar amount: _____

Are the rates being proposed in line with the contract bid rate (similar to the rates used in preparing the IGCE).

If not was the difference in the rate explained in the WP submitted by the contractor? Yes

no (circle one) If no, explain and attach comments.

7. Is there a 10% or greater disparity between the other direct costs (ODCs) proposed on the IGCE and Contractor's ODCs? Yes no (circle one) If no, attach comments.

If yes, explain why the ODCs proposed were less than or more than the IGCE (i.e. is the amount due to out of town travel, length, number of personnel traveling). Are the various ODC elements comparable to the IGCE?

8. Will technical direction be issued? Yes no (circle one) If no, attach comments. Please remember to provide a copy of the technical direction (TD) to the Contracting Officer.

9. I approve _____ do not approve _____ this workplan. (Check One)

WA COR Signature: _____ Date: _____